

Via email: gwalker@houserwalker.com

May 13, 2022

Houser Walker Architecture, LLC
1819 Peachtree Rd., NE; Suite 102
Atlanta, GA 30309

Dear Mr. Walker:

NOTICE OF AWARD

Invitation to Bid (ITB) No. 22-101481, Memorial Drive Corridor Branding

This confirms that the DeKalb County Board of Commissioners at the May 10, 2022, meeting acted to award ITB No. 22-101481, Memorial Drive Corridor Branding to House Walker Architecture, LLC for an amount not to exceed \$102,400.00.

You should immediately begin to assemble the following documents to in order to affect a quick path to issuing the Notice to Proceed:

1. Attachment F, Certificate of Corporate Authority – executed by Secretary of the Corporation, enclosed.
2. Certificate of Insurance per the Insurance Requirements required in the ITB.

Please work with Jennifer Schofield via email jjshofield@dekalbcountyga.gov in providing the necessary paperwork to complete the transaction.

Sincerely,

Jennifer Schofield

Jennifer Schofield
Procurement Agent
Department of Purchasing and Contracting

Attachment:

Attachment E, Certificate of Corporate Authority

cc: Allen Mitchell, Director, Community Development
Braunwin Camp, Planning Manager, Community Development

Delois Robinson